



Item #21

**Purchasing Office  
CITY OF AUSTIN  
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA DATE: 4/6/2006  
ITEM NO:**

**Subject:** Authorize negotiation and execution of a 12-month service agreement with EVINS PERSONNEL CONSULTANTS, Austin, TX (FR), STAFF SEARCH HEALTHCARE, Austin, TX, SILVER and ASSOCIATES, INC., Houston, TX (MB), PRIME STAFF, Houston, TX, INTERIM PHYSICIANS, Austin, TX, CERTIPHARM, INC., Killeen, TX (MB), MEDICAL STAFFING NETWORK, INC., Austin, TX, LEGACY LOCUM TENENS LLC, Alpharetta, GA, STAFF CARE, INC., Irving, TX, JC NATIONWIDE INC., Atlanta, GA, and COMPHEALTH, Dallas, TX, for the provision of temporary staffing services in a combined amount not to exceed \$2,852,720, with four 12-month extension options each in a combined amount not to exceed \$2,852,720, for a combined total contract amount not to exceed \$14,263,600.

**Amount and Source of Funding:** Funding in the amount of \$1,426,360 is available in the Fiscal Year 2005-2006 Approved Operating Budget of the Community Care Services Department. Funding for the remaining six months of the contract period and extension options is contingent upon available funding in future budgets.

**Fiscal Note:** There is no unanticipated fiscal impact. A fiscal note is not required.

**Requesting Department:**

**For More Information:** Barbara McConnell, Buyer I, 512-972-4009

**Prior Council Action:**

**Boards and Commission Action:**

**Purchasing Language:** Multiple awards to provide staffing to meet changing requirements and maintain service levels.

**MBE/WBE:** This contract was originally awarded in compliance with Chapters 2-9 of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore no goals were established for this solicitation.

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CCSD currently operates 15 Community Health Centers (CHC) and dental clinics which serve an average of approximately 10,000 patients per month. These contracts are necessary due to an ongoing shortage of regular staff. Temporary medical staffing services will be used when the demand for services is greater than the CCSD full time staff can provide, when CCSD needs short-term supplemental services due to employee leave/vacation, or when a vacancy occurs.

In February 2006, a Request for Proposal (RFP) was issued for the variety of temporary medical staffing services previously described. All respondents to the RFP were deemed responsible and are able to provide temporary staffing services.

Multiple awards are necessary as temporary staffing services are contingent upon the company having qualified employees available to meet specific needs. These contracts will provide temporary medical staffing services at the Community Care Services Department (CCSD). The types of temporary staffing to be provided through these contracts are physicians, registered nurses (RN), licensed vocational nurses (LVN), medical assistants (MA), patient account

representatives (PAR), health information management technicians (HIM), pharmacists, and pharmacy technicians.

These contracts will provide multiple sources for temporary staffing services. Past experience has demonstrated that using multiple contractors for temporary staffing needs is necessary to meet on-going demands. No one firm can meet all of the staffing needs. Contract usage will vary and may be contingent upon qualified employees available through full-time, pool or temporary staff. Requests for services shall be made on a blanket basis, with every contractor in a particular job type receiving notice of a need for services. The service engagement will be given to the first responsive contractor in that job type.

CCSD is endeavoring to reduce its reliance on temporary staffing through use of a pool of floating City temporary employees to fill short-term staffing needs, and by making market-based salary adjustments where possible to attract and retain permanent staff. The pool of floating City temporary employees functions as follows:

- The pool contains temporary employees available to work on an as-needed, on-call basis.
- The following job titles are represented in the pool: RN, LVN, pharmacist, pharmacy technician, MA, PAR, and HIM.
- Floating temporary employees will cover vacancies in permanent staff positions, as well as fill in due to short term requirements (employee leave/vacation).
- Assignment of employees is made based upon CCSD CHC needs and employee qualifications.

MBE/WBE solicited: 3/1 MBE/WBE bid: 2/1

#### PROPOSAL ANALYSIS

- a. Adequate competition.
- b. Forty-four notices were sent including one MBE and no WBEs. Twenty-three solicitations were issued, including three MBEs and one WBE. Twelve proposals were received including two MBEs and one WBE, and one no-bid was received.

#### APPROVAL JUSTIFICATION

- a. Firms met the minimum qualifications.
- b. The Purchasing Office concurs with Community Care Services Department's recommended award to all providers.
- c. Advertised in the Austin American-Statesman and on the Internet.

**AGENDA DATE: 040606  
CITY OF AUSTIN  
RECOMMENDATION FOR COUNCIL ACTION**

**TEMPORARY MEDICAL STAFFING SERVICES**

<b>Group Number</b>	<b>Job Category</b>	<b>Company</b>
1	Registered Nurses (RN) Licensed Vocational Nurses (LVN) Medical Assistant (MA)	Evins Personnel Consultants (WBE), Medical Staffing Network, Inc., Staff Search Healthcare, Silver & Associates, Inc. (MBE)
2	Pharmacists Pharmacy Technicians	Prime Staff, Evins Personnel Consultants (WBE), Medical Staffing Network, Inc., Staff Search Healthcare, Silver & Associates, Inc. (MBE), Certipharm, Inc. (MBE)
3	Patient Account Representatives (PAR) Health Information Management Technician (HIM)	Evins Personnel Consultants (WBE), Medical Staffing Network, Inc., Staff Search Healthcare, Silver & Associates, Inc (MBE).
4	Physicians	Legacy Locum Tenens LLC, Interim Physicians, Staff Care, Inc., JC Nationwide, Prime Staff, CompHealth

CCSD currently has the following full time budgeted vacancies that it has not been able to fill:

<u>Job Type</u>	<u>Current Vacancies</u>
Physician	13.75
RN	14.00
LVN	2.50
Pharmacist	5.00
Pharmacy Technician	1.00
MA	6.50
PAR	2.00
HIM	3.00
Total	47.75